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DEPARTMENT OF THE NAVY
U.S. NAVY PERSONNEL SUPPORT ACTIVITY
DETACHMENT, GUAM
PSC 455, BOX 172
FPO AP 96540-1728

PSD GUAMINST 1740.1D
Code 10
21 JAN 2000

PSD GUAM INSTRUCTION 1740.1D

Subj: COMMAND SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3
(b) PSAFEINST 1750.2

Encl: (1) Sponsor Assignment Memorandum
(2) Sample Detachment Welcome Letters
(3) Sample Detachment Welcome Message
(4) Sponsor Checklist
(5) Sample Sponsor Letter
(6) Sponsor Critique

1. Purpose. To promulgate policy regarding PSD Guam Sponsor Program and to focus attention on and assist incoming personnel.

2. Cancellation. PSDGUAMINST 1740.1C.

3. Background. The PSD Guam Sponsor Program was established to help in the relocation of personnel and their family members when transferred on Permanent Change of Station (PCS) orders. This instruction is designed to facilitate effective implementation for active participation in the Sponsor Program at PSD Guam. A well-administered Sponsor Program can ease the difficulties encountered by Navy personnel and their family members.

4. Policy. The Sponsor Program, as outlined in this instruction, has been developed in order to benefit all personnel and will be feasible to maintain and evaluate.

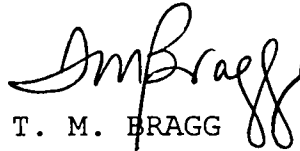
5. Action. All personnel will be guided by the information contained in references (a) and (b). The Family Service Center (FSC) should be utilized to the fullest extent possible in support of the Sponsor Program.

a. Sponsor Program Coordinators will be appointed at both PSD Guam and CSD NCTS. The Sponsor Program Coordinators will be responsible to the OIC for administration of the Sponsor Program.

(1) Upon receipt of PCS orders, the Sponsor Program Coordinator will assign sponsors using enclosure (1) within three working days of receipt of orders. Sponsors should be members in

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d. The Senior Enlisted Advisor (SEA) at PSD Guam and the MCPOIC at CSD NCTS will monitor the Sponsor Program and ensure that each new member completes enclosure (6) during the check-in process but not later than 30 days after arrival. Completed questionnaires will be reviewed by the OIC and the SEA/MCPOIC for program enhancement and maintained by the Sponsor Program Coordinator for one year.



T. M. BRAGG

Distribution: PSDGUAMINST 5216.1Q
List I (Case A)

12 JAN 2000

SPONSOR ASSIGNMENT MEMORANDUM

Date

MEMORANDUM

From: Officer in Charge, U.S. Navy Personnel Support Activity,
Detachment, Guam

To:

Subj: SPONSOR FOR INCOMING PERSONNEL

Ref: (a) PSDGUAMINST 1740.1D

Encl: (1) Sponsor Checklist
(2) Sample Sponsor Letter

1. Per references (a) and (b), you have been designated as the sponsor for _____.

2. He/She is due to report to PSD Guam no later than _____.
_____ is currently attached to _____ and
due to transfer _____. Mailing address is:

3. Please write him/her a personal welcoming letter within three days and submit the letter to Admin for enclosure with the Welcome Aboard Package. Use enclosures (1) and (2) as a guideline. Enclosure (3) is provided for information, if you need to make a hotel reservation for his/her family members.

4. If you have not attended a Sponsor Workshop within the past 12 months, you will be required to attend the next available class. If there is any reason you will be unable to perform your duties as a sponsor, you must notify the Sponsor Coordinator as soon as possible.

5. As you are _____ sponsor, please offer your assistance in any way possible. This includes your meeting him/her at the airport, assisting with the check-in procedure and ensuring that he/she gets settled in Guam.

Encl (1)

PSDGUAMINST 1740.1D

12 JAN 2000
1700

Ser PSD00/

DK1 New Person
PSD Norfolk
Norfolk, VA 12345

Dear DK1 Person,

Congratulations on your assignment to U.S. Navy Personnel Support Activity Detachment, Guam. Welcome to our team! Our mission is to provide consolidated pay, personnel, and passenger transportation services to Navy sponsored members and their families in our Western Pacific and Indian Oceans area of responsibility through dedicated teamwork and automated resources. We do this for approximately 2,000 personnel assigned to our customer commands. Our PSD is a detachment of U.S. Navy Personnel Support Activity, Far East (PSA), commanded by CDR Covell. However, you will not be required to report to PSA Far East which is headquartered in Yokosuka, Japan. We are one of 13 detachments in the PSA Far East network. Our detachment is assigned approximately 33 Sailors and six civilians to accomplish our mission. We work hard, train hard and still manage to have a good time. We place special emphasis on customer service, proper military courtesy, bearing, and professional knowledge.

Depending on your previous duty station and/or experience, life on Guam may be quite different from anything you have encountered before. You will have the opportunity to try new things, meet new people and sample an island way of life. Personnel who receive orders to Guam can look forward to a two-year tropical island adventure. I hope your tour here will be the best in your naval career!

Guam is famous as one of the best underwater diving spots in the world; lessons are available and relatively inexpensive. Other water sports are also very popular including swimming, jet skiing, parasailing, snorkeling and shelling. To broaden your cultural experience, local villages have fiestas (big parties) during the year and invite many sailors to their celebrations. Fiestas are a great way to sample the hospitality of the people and delicious local foods of Guam.

If you are interested in continuing your education, the Navy Campus offers a wide variety of courses at all the military bases on Guam.

Encl (2)

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YN3 Old Salty has been assigned as your sponsor and will provide you with more detailed information and answer any questions you may have. You are encouraged to contact her directly. If you require any assistance, do not hesitate to call us. You can reach YN3 Old Salty at 339-XXXX, Fax 339-XXXX. If your sponsor is not available when you call, whoever answers the phone will assist you to the best of their ability. We are looking forward to you joining us at PSD Guam. Welcome aboard!

T. M. BRAGG
Officer in Charge

Copy to:
YN3 Old Salty

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UNCLASSIFIED

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ZNR UUUUU

R 101100Z JAN 99 ZYB

FM PERSUPP DET GU//00//

TO

BT

UNCLASS //N01000//

MSGID/GENADMIN//

SUBJ/WELCOME ABOARD PACKAGE//

REF/A/THE ORDERS//

RMKS/1. PLEASE PASS TO (). WE LOOK FORWARD TO WELCOMING YOU TO THE PSD GUAM TEAM. A MORE DETAILED LETTER AND WELCOME ABOARD PACKAGE WILL BE MAILED TO YOU BY (DATE). IF YOU HAVE NOT RECEIVED THE LETTER ONE MONTH FROM THIS DATE, PLEASE CONTACT YOUR SPONSOR OR THE ADMIN OFFICE AT DSN 339-2258 OR COMM (671)339-2258.

2. HAS BEEN ASSIGNED AS YOUR SPONSOR. HE/SHE WILL HELP YOU BEFORE AND AFTER YOUR MOVE. PLEASE FEEL FREE TO CONTACT HIM/HER WITH ANY QUESTIONS OR ASSISTANCE REQUESTS. HE/SHE MAY BE REACHED AT DSN: OR COMM .

3. AGAIN, WELCOME ABOARD!//

BT

#

UNCLASSIFIED

Encl (3)

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SPONSOR CHECKLIST

ACTION ITEMS

- ENSURE LETTER FROM OIC/WELCOME ABOARD BOOKLET ARE SENT BY SPONSOR COORDINATOR. _____
- WRITE LETTER INTRODUCING YOURSELF (COPY TO SPONSOR COORDINATOR). _____
- FOLLOW UP LETTER TO NEW PERSON. _____
- ARRANGE TRANSPORTATION IF NEEDED FOR MEMBER TO GET FM AIRPORT TO NAVACTS GUAM. BRIEF MEMBER ON TRANSPORTATION ARRANGED. _____
- MAKE NAVY /BOQ/BEQ OR HOTEL RESERVATIONS AS APPROPRIATE. BRIEF MEMBER ON ARRANGEMENTS. _____
- SCHEDULE MEMBER (AND FAMILY) FOR ISLAND WIDE TOUR THROUGH THE FAMILY SERVICE CENTER. _____
- MEET MEMBER AT AIRPORT _____
- TAKE MEMBER (AND FAMILY) TO BOQ/BEQ OR HOTEL AS APPROPRIATE. _____
- SHOW MEMBER (AND FAMILY) BASE AND BASE FACILITIES. _____
- ASSIST MEMBER IN CHECKING INTO COMMAND INCLUDING SETTING UP APPOINTMENTS WITH OIC/SEA (1ST WORKING DAY AFTER ARRIVAL). ENSURE CHECK-IN CARD IS COMPLETED AND RETURNED TO SPONSOR COORDINATOR. _____
- ASSIST MEMBER WITH CHECKING INTO PSD AND THE BASE. _____
- SHOW MEMBER/FAMILY AROUND GUAM AND HELP THEM FIND BASE LOCATIONS. _____
- ASSIST MEMBER IN HOUSE HUNTING. ASSIST MEMBER WITH CHECK-IN AT HOUSE REFERRAL; HELP MEMBER VISIT REAL ESTATE AGENTS. _____

PSD GUAMINST 1740.1D

12 JAN 2000

Date

DK1 New Person
PSD Norfolk
Norfolk, VA 12345

Dear DK1 New Person,

Welcome and congratulations on your orders to PSD Guam. My name is DK1 Been Here. I have been assigned as your sponsor in conjunction with your orders to PSD Guam.

My work mailing address is:

My work telephone number is: Commercial _____, DSN _____.
Should you desire, my home telephone is _____.
I may be contacted at home between _____ hours and at work
between _____. (Use 24 hour clock)

Talk about:

Proposed itinerary

How to contact you (phone/letter)

Arrival date

Transportation from airport to command

Where you meet

Lodging arrangements

ICR schedule

Housing availability

BOQ/BEQ/local housing system

Assignment location/duties

Duty schedule

Schools for family members (if applicable)

Local activities

Things to bring (no big furniture/washers/dryers, etc. due to small size of houses)

No local storage

Automobile prices locally

Do **not** talk about:

Your likes or dislikes about the command

Your dislikes (if any) of the host country

Encl (5)

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SPONSOR CRITIQUE

Name _____ Date Reported _____

Name of Sponsor _____

1. Did you receive a Welcome Letter from the OIC?

YES NO

2. Did you receive a Welcome Aboard Booklet?

YES NO

3. Did you receive a letter or phone call from your sponsor?

YES NO

4. Did your sponsor advise you of your transportation arrangements in getting from the airport to NAVACTS Guam?

YES NO

5. Did your sponsor advise you of your lodge arrangements prior to your arrival?

YES NO

6. Did your sponsor meet you at the airport? If not, there did you finally meet him/her?

YES NO _____

7. Were you scheduled for Island Orientation with the Family Service Center?

YES NO

8. Did you attend the Island Orientation with FSC?

YES NO

9. Did your sponsor assist you in getting to your lodging arrangements?

YES NO

Encl (6)

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20. Do you have any recommendations to improve the sponsor
program at this activity? _____

21. Additional Comments: _____

